



Melinda's Office Works presents:

ORGANIZING YOUR OFFICE

*in honor of National Organize Your Home Office Day (3/14)
and National Cleaning Week (3/26-4/1)*

- The more clutter you have, the more your energy gets tied up. It works silently on your subconscious.
- Clutter can stop you from being creative - declutter 15 min a day. Set a kitchen timer for 15 minutes ... start on an area to declutter and don't stop until the timer goes off. You will be very surprised at how much you got done in that short period of time!
- Handle things as little as possible to keep it moving forward.
- Keep your filing system simple - but remember that 80% of the papers you file may never be looked at again.
- Grab one stack of papers & turn it over. Now start sorting. You will find that the papers on the bottom are old and insignificant and can be tossed away. The rest can be prioritized, scheduled, and/or filed.
- Process mail using the F.A.T. theme -- File / Action / Toss
- If you can't find a place for it, you probably don't need it.
- Everything should have a "home" .. if not it can be tossed.

Melinda's Office Works ... so can Yours!